



## POSITION DESCRIPTION

**JOB TITLE:** Production Manager  
**DEPARTMENT:** Production  
**REPORTING TO:** Director, Plant Operations

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### SUMMARY:

Our Production Manager provides leadership to the management and supervision of the manufacturing processes, to ensure scheduled production levels are met for each shift and high-level sanitation is complete to meet Food Safety and QA standards. The Production Manager will work with the Director, Plant Operations to research and implement processes that minimize costs and waste while maximizing the highest quality production outputs.

The Production Manager will ensure that manufacture of products is carried out in accordance with internal and external standards and in compliance with Good Manufacturing Practices, HACCP and SQF requirements along with Work Safe BC standards.

### TEAM COMPOSITION:

Works very closely across sites with the Senior Production Manager. Manages directly the Rupert facility Senior Supervisor Cook Room, Production Supervisors, and Sanitation Supervisor. Warehouse and Maintenance Team Members receive work duties from their respective supervisors and work alongside the Production Manager. Able to work collaboratively across our Operations Workforce and Manage the Rupert Facility and its Transition to our New Burnaby Site. The role acts on behalf of Director, Plant Operations in his absence.

### DUTIES AND RESPONSIBILITIES:

- Lead a Plant Supervisory Team in order to meet the highest quality production outputs required by inventory par levels.
- Champion a safety-first work environment and ensure clearly defined Company policies and procedures are strictly followed.
- Able to assist with the planning, implement and monitoring of efficient short- and long-term production, packaging, warehousing and shipping processes for all the Company's product lines.
- Ensure the Sanitation Team performs duties in the plant to the highest standards to create a clean work environment that will pass Food Safety and QA testing. Sanitation team will also conduct regular cleaning services for the office space in the facility to ensure team member satisfaction.
- Ensure all food safety policies and procedures and the principles of HAACP and SQF are implemented in conjunction with QA and adhered to throughout the plant by all management and team members.
- Actively manage the global SQF annual audit process with QA.
- Work with the Maintenance Team to manage the maintenance and servicing schedules of production lines to minimize down times and maximize the capabilities of all equipment and machinery.
- Proactively maintain a safe working environment focused on prevention and ensure compliance with the Worker's Compensation Act and Guidelines including regular safety committee meetings, inspections and hazard audits.
- Responsible for high-level security in the facility to ensure all visitors to production sign in and are escorted at all times during a facility tour. Ensures all Team Members possess and use individually assigned company issued security pass cards. Responsible for ensuring all entrances and exits to the facility, including loading bays are monitored and remain secure at all hours. Assists with investigations any violations or breeches in security for the facility.

## Daiya Position Description

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- Work with the Director, Plant Operations to constantly seek new ways to improve production efficiency and cost effectiveness and spearhead lean manufacturing and continuous improvement processes, as driven by the CQI (Continuous Quality Improvement) program.
- Collaborate with the Food Safety, Quality Assurance and Research and Development Departments to ensure all quality and new product introduction standards are met or exceeded.
- Develop and promote a positive working culture that supports the Company's philosophy of inclusion and is based on open and honest dialogue and involvement of all Team Members that values their input and engagement in improving performance.
- Maintain appropriate staffing levels, determine production Team Member requirements, and work with the Director, Plant Operations, Supervisors (as necessary) and Human Resources to hire new Team Members.
- Achieve a high-performance workplace by providing coaching and mentoring to the Supervisors in handling any accountability matters related to production Team Members.
- Work with the Director, Plant Operations and HR to ensure all Team Members are properly trained in all their tasks and receive timely feedback on an ongoing basis. Work with QA to ensure suitable follow-up safety training is provided to new hires.
- Conduct performance management discussions with Team Members as required.
- Carry out any relevant duties as directed by the Director, Plant Operations or Senior Leadership Team.
- Carry out other duties as required.

#### **EXPERIENCE**

- At least six (6) years experience including three (3) years in a leadership role in a food manufacturing
- Authoritative knowledge of and demonstrated ability to implement HACCP, SQF, SOPs, SSOP's, GMPs, and preventative maintenance programs applicable to food production and food safety principles.
- Experience with on-site auditing of facilities and written programs

#### **RELATED SKILLS, KNOWLEDGE AND ABILITIES**

- Relevant degree, diploma or experience in manufacturing processes.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc.
- Strong leadership and motivational skills.
- Demonstrated analytical, problem solving and decision-making abilities.
- Ability to prioritize under the pressure of tight deadlines.
- Ability to persuade and positively influence at all levels of the organization.
- Able to deal tactfully and efficiently with all enquiries.
- Strong organizational and time-management skills.
- Strong English written and oral communication skills.
- Strong interpersonal skills; able to work independently and as a part of a team.
- Ability to handle multiple projects in a fast-paced environment.